

CA-PMM

Project Name: DORIIS

OCIO Project #: 3480-39

Department: Dept. of Conservation, Division of Recycling

Revision Date: _____

Status Report

Progress Report -- Team Member to Project Manager

Current Task Summary

Task or Deliverable	Scheduled Completion Date	Actual Completion Date	Issues?
Execute deployment group 2	4/20/09	4/20/09	No
Data Library User Acceptance Testing	5/1/09	5/8/09	No
Selective Interface User Acceptance Testing	5/15/09	5/15/09	Yes
Complete Phase I criteria check list items	5/29/09	5/29/09	No
Complete Phase 2 entrance criteria check list items	5/22/09	5/22/09	No

Accomplished this Month

Successfully deployed several DORIIS Phase 1 production maintenance releases
Submitted final deliverables (Logical Data Design, Systems Design, Conversion Documentation and Software, System Operating Manual, System Maintenance Plan)
IKON uploaded shipping reports to current
Completed RACI/RAM diagrams for Phase 2 responsibilities
Defined/Approved Phase I completion criteria
Ran Interest penalties for March and April
Developed Claim Schedule Detail Report
Distributed the first Participant Statement as of the April cutoff

Planned/Scheduled Completion Next Month

AMUP (Final documentation deliverable)
Data Library Testing/Implementation
Selective Interface Testing/Implementation
Project Org Chart updates for Phase 2
Operations Org Chart for Phase 2
Phase 2 schedule updates
Phase 2 entrance check list

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Status Summary	Yes/No	Explanation
Will all assigned tasks be accomplished by their due date?	Yes	There are still unknowns on Selective interface which puts it at risk.
Are there any planned tasks that won't be completed?	No	
Are there problems which affect your ability to accomplish assigned tasks?	Yes	Resource constraints continue to be a problem. They are being addressed.
Do you plan to take time off that is not currently scheduled?	No	

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Status of Assigned Issues

Issue Number	Description	Due Date	Status
56150	The IPOC, IV&V NCB's and PM RFO are being held until the SPR is approved	5/10/09	Critical
55769	DTS does not have an escalation path beyond the project representative	5/10/09	High
55999	Phase 2 is delayed because Phase 1 resources are unavailable to move forward	5/10/09	High

Status Report – Project Manager to Sponsor

Current Status Report

Questions	Yes/No	Cause	Impact	Action Required
1. Were recent milestones completed on schedule?	Yes			
2. Were any key milestones or deliverables rescheduled?	Yes	AMUP not complete	None	Revised date to allow time for completion
3. Was work done that was not planned?	No			
4. Were there any changes to scope?	No			
5. Were tasks added that were not originally estimated?	No			
6. Were any tasks or milestones removed?	No			
7. Were any scheduled tasks not started?	Yes	Resource constraints	Potential delay to the start of Phase 2	Assign different and additional resources to assist in completing open interfaces
8. Are there any new major issues?	No			

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9. Are there any staffing problems?	Yes	Lack enough skilled resources for Selective interface	This interface has been significantly delayed	Assign different and additional resources to assist in completing open interfaces
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Look Ahead View

Questions	Yes/No	Impact	Action Required
1. Will upcoming critical path milestones or deliverables be delayed?	No	Based on current schedule	
2. Do any key milestones or deliverables need to be rescheduled?	No	Based on current schedule	
3. Is there any unplanned work that needs to be done?	No		
4. Are there any expected or recommended changes to scope?	Yes	Vendor resources will need to be augmented	Waiting for SPR approval
5. Are there any tasks not originally estimated that will need to be added?	No		
6. Are there any tasks or milestones that should be removed from the plan?	No		
7. Are there any scheduled tasks whose start will likely be delayed?	Yes	Delay to start of Phase 2	Make commitment to start requirements analysis and begin Phase 2
8. Are any major new issues foreseeable?	No		
9. Are any staffing problems anticipated?	No		

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Current Status and Accomplishments:

*Describe deliverables completed and milestones met during **this reporting period**.*

Completed LDD, Systems Design, Conversion Documentation and Software, User Manuals and Systems Operating Manual, and Systems Maintenance Plan

Successfully executed deployment group 2

Project Milestones:

List key milestones and their dates from the project schedule.

Milestone	Target Date	Forecast Date	Status	Cause & Impact to Implementation Date	Date Completed
Phase I Completion	5/29/09	5/29/09			
Phase 2 Kick-off	6/2/09	6/2/09			
Complete Stage 1 (Phase 2)	8/4/09	8/4/09			

Variances

Check the appropriate box for each project element listed below. Please describe the actions you plan to take for those items marked "Caution" or "Significant Variance".

	On Plan <5%	Caution 5-10%	Significant Variance >10%	Action Required
Schedule			X	SPR submitted to reset schedule time frame
Milestones			X	SPR submitted to rest schedule and milestone time frames
Deliverables			X	AMUP and Final Acceptance remains for Phase I
Resources	X			
OneTime Cost		X		DTS Hardware and Installation costs were higher than estimated
Continuing Cost		X		DTS ongoing support costs have not yet been confirmed

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Status Reports – Sponsor to Steering Committee

Summary Milestones and Highlights

Project Milestones: <i>List key milestones and their dates from the project schedule. Explain in issues section if a milestone's status is behind.</i>					
Milestone	Target Date	Forecast Date	Status	If Delayed, Impact to Implementation Date	Date Completed
Phase I Completion	5/29/09	5/29/09			
Phase 2 Kick-off	6/2/09	6/2/09			
Complete Stage 1 (Phase 2)	8/4/09	8/4/09			

Variances Check the appropriate box for each project element listed below. Please describe the actions you plan to take for those items marked "Caution" or "Significant Variance". <i>* Priority of schedule, scope, budget, and quality from Final Ranking established in the Priority Analysis</i>				
	On Plan <5%	Caution 5-10%	Significant Variance >10%	Action Required
Schedule			X	SPR submitted to reset schedule time frame
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Monitoring Vital Signs Scorecard

Vital Sign	Variance	Value	Your Score
1. Customer Buy-In	High Degree of Buy-In	0	0
	Medium Degree of Buy-In	1	
	Low Degree of Buy-In	2	
2. Technology Viability	Strong Viability	0	0
	Medium Viability	1	
	Weak Viability	2	
3. Status of the Critical Path (delay)	<5%	0	2
	5% to 10%	1	
	>10%	2	
4. Cost-to-Date vs. Estimated Cost-to-Date (higher)	<5%	0	1
	5% to 10%	1	
	>10%	2	
5. High-Probability, High-Impact Risks	0 to 3	0	1
	4 to 6	1	
	>6	2	
6. Unresolved Issues (on time resolution)	On time	0	2
	Late with no impact	1	
	Late impacting the critical path	2	
7. Sponsorship Commitment	Fully engaged	0	0
	Partially engaged	1	
	Inadequate enagement	2	
8. Strategy Alignment	Strong alignment	0	0
	Partial alignment	1	
	Weak or no alignment	2	
9. Value-to-Business	Strong	0	0
	Medium	1	
	Weak	2	

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10. Vendor Viability (provide rationale for the rating in the field following the scorecard)	Strong	0	1
	Medium	1	
	Weak	2	
11. Milestone Hit Rate (rate of achievement as planned)	>90% on time	0	2
	80-90% on time	1	
	<80% on time	2	
12. Deliverable Hit Rate (rate of production as planned)	>90% on time	0	2
	80-90% on time	1	
	<80% on time	2	
13. Actual vs. Planned Resources	>90% assigned and available	0	1
	80-90% assigned and available	1	
	<80% assigned and available	2	
14. Overtime Utilization (% of effort that is overtime)	<15%	0	0
	15-25%	1	
	>25%	2	
15. Team Effectiveness	Highly Effective	0	0
	Moderately Effective	1	
	Ineffective	2	
Total			12

Green = 0 - 8

Yellow = 9 - 19

Red = 20+

Vendor Viability Rating Rationale

The vendor has not been able to confirm resource commitments for Phase 1 support and Phase 2 project activities.